

FIRST APPLICATION-SAH2012DBE0004

a.)How your department prevents corruption and conflicts of interest within your department;

The Department of Basic Education embarks on the following measures to prevent corruption .Refer to FPP 12-24

- Policies, procedures and internal controls have been developed and approved by the Accounting Officer.
- Training, awareness workshops and induction programmes are held to share information with all employees in the Department
- The Department has a Corruption Risk Management framework in place which is used to manage the corruption risks that might prevent the Department from reaching its legal mandate.
- All Senior Management Service (SMS) members complete declaration of interest forms (Financial Disclosure Framework) as required by law. Any member of staff who sits or participates in tender and job interview meetings are requested to complete a conflict of interest form as well as a confidentiality form.
- During tender meetings, no cell phones or any other electronic device are allowed. Documents which were used as sources for discussion are retrieved from members of the committee by the committee secretariat and shredded.
- The Director: Internal Audit, sits in all Tender Committee meetings to observe the processes and ensure compliance to procedures.

b) How your department responds to complaints about corruption and conflicts of interest within your department;

The Department of Basic Education has introduced a hotline for "*Whistle blowing*". Any member of staff has a right to inform the relevant office of any suspected act of corruption or conflict of interest by DBE officials. In this case, for all matters related to supply chain management, Internal Audit is responsible for investigations. In areas of Human Resources Management and related functions, the Directorate: Labour Relations would investigate such allegations.

c) How, when, and by whom corruption is defined, investigated, and disciplined within your department;

The Department of Basic Education conducts workshops and inductions courses to newly appointed staff members, on a quarterly basis, to define and describe different acts of corruption in terms of relevant statutes. During these meetings, a number of information leaflets pertaining to the Code of Conduct and Ethics, Public Finance Management Act (PFMA) and Supply Chain Management matters and any other related matter for which an omission could result into an act of corruption.

Investigations are conducted by Internal Audit and Labour Relations Directorates. In some instances, depending on the seriousness of the allegation, forensic audit is done by an external forensic investigator. Disciplinary measures are decided upon by the relevant structures and appropriate sanctions are applied

d) How, when, and by whom conflicts of interest are defined, investigated, and disciplined within your department.

Workshops and inductions are conducted by labour relations and forensic unit to defined conflict of interest and other related matters. Investigations are reported via the Anti-Corruption hotline and internal. Corrupt officials are disciplined by management and hr office and are reported to the PSC and DPSA.

SECOND APPLICATION:-SAH2012DBE0005

We request the following information with regards to cases that directly involve your department, not external cases that your department has investigated as a third party:

Records, policies, procedures, directives, documents, or other information related to:

- a) **How many potential cases of corruption your department became aware of in the past five years; how your department discovered these cases; if, how, when, and by whom they were investigated; what the outcome of the investigation was; if, how, when, and by whom they were disciplined.**

None

- b) **How many potential cases of conflict of interest your department became aware of in the past five years; how your department discovered these cases; if, how, when, and by whom they were investigated; what the outcome of the investigation was; if, how, when, and by whom they were disciplined.**

None